



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO:

COMNAVREG MIDLANT
INST 11011.12
REG ENG/DRE

03 DEC 2004

COMNAVREG MIDLANT INSTRUCTION 11011.12

Subj: OBTAINING WORK PERMITS

Ref: (a) COMNAVREGMIDLANTINST 11011.10
(b) OPNAVINST 11010.20F

Encl: (1) Work Permit Form
(2) Work Permit

1. Purpose. To provide procedures for obtaining work permits for all new construction, repair, and alteration of Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) controlled Class I or II property. Activities will complete projects in compliance with applicable laws and regulations, to ensure the quality, timeliness, and minimal cost for all intended work.

2. Cancellation. This instruction supersedes all base and local instructions on this subject under COMNAVREG MIDLANT.

3. Background. Alteration, demolition, construction, installation, repair or replacement to base structures and grounds requires a system to ensure that all concerned parties understand and approve changes in accordance with applicable laws, regulations, and standard building practices prior to beginning work. A work permit system will minimize the need for costly repairs to correct deficiencies resulting from unapproved alterations, demolition, construction, installations, repairs, or replacements. Reference (a) tasked the Regional Engineer (REG ENG) with regional responsibility for real property management. The building permit process is an integral part of this responsibility.

4. Applicability. The following procedures apply to activities constructing new facilities or changing an existing facility footprint on COMNAVREG MIDLANT held Class I property or performing any work on COMNAVREG MIDLANT held Class II property that pierces the building envelope or its components, including alteration, demolition, construction, installation, repair or replacement of any part of the building. Examples include, but are not limited to the following: door alterations,

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modifications to building structures and grounds, moving/penetrating walls, altering fire/emergency systems, new additions to buildings, electrical installations, hard-wired equipment installations/ modifications, plumbing modifications/ installations, installations of items on roofs, and moving electrical equipment. All tenant commands initiating such work shall first obtain a work permit prior to work execution.

5. Definitions. Reference (b) defines the following terms:

a. Class I Property. Land.

b. Class II Property. Real property improvements to land, such as buildings, structures, ground improvement structures, and utilities.

c. Alteration. Work and materials required to adjust interior arrangements or other physical characteristics of an existing real property facility so it may be more effectively adapted to, or utilized for its designated purpose.

d. Construction. Work and materials used to build a new facility or alter an existing facility.

e. Installation. Work and materials to support incorporation of personal property in an other-than-new real property facility.

f. Repair. Work and material used to renew or replace deteriorated components of a facility for continued utilization in existing designated purpose.

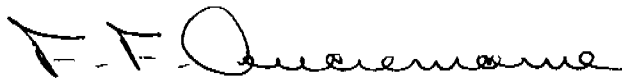
6. Responsibilities

a. Requesting Activity. Responsible for notifying the site Public Works Officer (PWO) or designated representative prior to performing any project that falls under the scope of this instruction. The requesting activity is responsible for obtaining concurrence from any additional approval authorities deemed necessary by the PWO. Once approved, the activity is responsible for conspicuously displaying the work permit at the site and for complying with all requirements and stipulations as set forth by the reviewing departments. Failure to comply with the work permitting process will result in monetary reimbursement for work or services to correct hazardous or unsafe conditions, improper installations, building system adjustment or corrections, and/or removal of improvement.

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b. Regional Engineer. Establish site-specific procedures to include designated representatives and points of contact at each of the REG ENG storefronts. Enclosures (1) and (2) may be used for developing site specific routing of the permit.

c. Work Permit Approval Authorities. Upon receipt of the plans and specifications of the project, review and determine if the proposed project can be accomplished safely, is in accordance with applicable codes, and does not unduly impact other activities or facilities. Give concurrence if approval is warranted or list the specific reason(s) for disapproval, making comments and alternative suggestions for acceptable solutions. Periodically inspect projects during the construction process to curb any mistakes and to confirm that finished work complies with the agreed upon requirements and stipulations. Upon completion, the requesting activity shall provide an as built drawing to the approval authority of the modification or installation.



F. F. AUCREMANNE
Chief of Staff

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WORK PERMIT FORM

PART I

Requesting Activity:

Project Title:

Location:

Activity POC:

POC Phone #:

Description of proposed work: (Sketches, job plans or contractor proposals must be attached. Regional Engineer must review and approve all construction, modifications, alterations, installations, and demolition prior to work execution.)

Indicate who will perform the work: (NAVFAC MIDLANT, Activity Issued Contract, Self-Help)

PART II

Required

- ☐ **Regional Fire Inspection Review:** _____
- ☐ **Environmental Review:** _____
- ☐ **Regional Safety Review:** _____
- ☐ **Dig Permit:** _____
- ☐ **Site Approval:** _____
- ☐ **Other Review (NCTAMS, Utilities):** _____

REGIONAL ENGINEER AUTHORIZED

WORK PERMIT

Location : _____

Description of Work : _____

Signature of Authorizing Official:
